

WARREN COUNTY DETENTION FACILITY
P.O. Box 449
Warrenton, NC 27589

POLICY #: 5.03

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POLICY TITLE: CANTEEN AND COMMISSARY SERVICES

DATE:

**RELATED N.C.
STANDARDS:** .2403; .3001

POLICY STATEMENT: Warren County Jail officers will provide weekly canteen services in order to allow inmates the opportunity to purchase snacks and beverages. The price of all snacks and beverages will be no higher than local retail prices for the same or similar items. An initial supply of Hygiene items (or personal care products) will be provided to inmates free of charge upon their admission to the facility. Hygiene items will be available for purchase from the canteen thereafter but will be supplied weekly for indigent inmates during their confinement.

SPECIFIC PROCEDURES:

1. **Snacks and Beverages:**

- A. A canteen will be operated by contract with Canteen Correctional Services to allow inmates to purchase snacks and beverages. Canteen services will normally be provided once per week.
- B. An order form will be provided and collected once a week to process orders. Inmates must have money available in their accounts for orders to be processed.
- C. Once orders are processed the funds will be deducted from the inmates account. Sick call co-payments and any fees or debts will be deducted first. Processed orders will be electronically forwarded to Canteen Correctional Services and will be received by mail in two to three business days.
- D. Once orders are received jail officers will sort and distribute orders according to invoices. Inmates will be required to document receipt of the items. A copy of the inmate's invoice will be retained by the administrative staff to account for each inmate's expenditure of money. Any discrepancies should be forwarded to administrative staff to be corrected.

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2. Personal Hygiene/Care Supplies:
 - A. Pursuant to the procedures outlined in Warren County Policy 2.15, "Issuance of Inmate Uniforms, Linens and Hygiene Items," inmates will be provided with an initial supply of hygiene items free of charge upon their admission to the facility.
 - B. Replacement items will be provided to indigent inmates free of charge by jail officers as follows:
 - 1.) Hygiene supplies will be distributed once per week to inmates at times approved by the chief jailer. (**NOTE:** Shampoo may be issued more frequently to inmates who request the same and can produce an empty shampoo bottle to a jail officer); and, or
 - 2.) as-requested basis. Inmates must produce either an empty container or worn item in order to be provided a replacement item(s).
3. For additional information concerning hygiene supplies or other commissary items (e.g., linens, inmate clothing), please refer to Warren County Policy 2.15, "Issuance of Inmate Uniforms, Linens and Hygiene Items."